



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: January 22, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement January 25, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, February 5, 2016**. Applicants will not be accepted after that time and date.

NOTE: College transcripts must be included with application. Please include IPR number on the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

ET I (3 pos)

Assistant Bridge Inspection Technician
Bureau of Bridges & Structures
Highways
Springfield

Attachments
40770

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Friday, February 5, 2016**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: College transcripts must be included with application. Please include IPR number on the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Engineering Technician I (3 Positions)	Salary Range:	\$2,640 - \$3,750
Position Title:	Assistant Bridge Inspection Technician	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW011-23-50-907-10-01	IPR#:	40770 *

Office/Central Bureau/District/Work Address:

Division of Highways/Bureau of Bridges and Structures/2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for the technical team which makes detailed inspections of major bridge structures throughout the state. These duties are necessary to fulfill the requirements of the National Bridge Inspection Standards, compile information needed to prepare in-depth bridge inspection reports, program necessary maintenance, and ensure public safety.

Special Qualifications:

The following criteria is required:

- Valid driver's license
- Ability to travel overnight statewide throughout the inspection season – Monday through Thursday
- Ability to work at extreme heights over water and in confined spaces

The following criteria is desired:

- An Associate Degree from an accredited two-year civil engineering technology program, or knowledge, skill and mental development equivalent to two years of college in pre-engineering or civil engineering technology
- Working knowledge of the preparation of design plans and the ability to perform necessary technical computations in planning preparation
- Ability to communicate effectively and follow oral and written instructions
- Strong math skills

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

A current transcript must be submitted with application.

***THIS IS AN ENTRY-LEVEL POSITION.**

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	December 2015	POSITION:	Assistant Bridge Inspection Technician
APPROVED BY:	<i>Brian Johnson</i>	OFFICE/DIVISION:	Highways, Bureau of Bridges & Structures
CODE:	PW011-23-50-907-10-01	REPORTS TO:	Bridge Inspection Group Technician

Position Purpose

This position is accountable for the technical team which makes detailed inspections of major bridge structures throughout the state. These duties are necessary to fulfill the requirements of the National Bridge Inspection Standards, compile information needed to prepare in-depth bridge inspection reports, program the necessary maintenance, and ensure public safety.

Dimensions

Continuing in-depth inspections:	60 major bridge structures
Detailed bridge inspections and reports:	8 to 12 annually

Nature and Scope

This position reports to the Bridge Inspection Group Technician as do the Associate Bridge Inspection Technician, the Senior Bridge Inspection Technician, and the Highway Maintainer positions. There are no subordinates reporting to this position.

The team operates in an environment of and is responsible for precision instruments and equipment. The incumbent must be able to operate all of the equipment and assist in its care and maintenance. The incumbent must be able to recognize and help establish the necessary traffic control in accordance with departmental standards in order to protect both motorists and the team and to minimize interference with highway traffic. Access to many of the components of large bridges is very difficult and at considerable height above the ground, pavement or water.

Both the greatest challenge of the job and its typical problem lies in the search for and detection of problems that massive investment of public funds. Proper inspection is required to preserve this investment, to prevent structural failures, and to increase the level of public safety.

The incumbent assists in the preparation of the detailed inspection of major bridge structures throughout the state. S/He may operate scientific instruments, and on occasion may serve as inspector or notekeeper. Duties performed include: Assisting in laying out deck surveys, development of in-depth inspection reports; sounding underwater areas around river piers and obtaining river bottom profiles and elevations with electronic depth sounding equipment; making observations of all bridge components and keeping notes, taking photographs and making sketches as needed to record the required information; and being aware of problems associated with welded bridges and being capable of testing for flaws and cracks associated with welds. The incumbent must have knowledge of bridge nomenclature, have an ability to recognize structural problems in a variety of bridge types, and must report serious deficiencies immediately.

The incumbent operates under direct supervision and is guided and constrained by Department policies and procedures and by the rules and procedures of the National Bridge Inspection Standards.

The incumbent has internal contact with district and central Bureau of Operations personnel in accomplishing assigned responsibilities. Externally, the incumbent has contacts with the Federal Highway Administration, contractors, and the public. This position requires continual travel and a person who has the ability to perform strenuous physical activities in an outdoor environment and to work at great heights. Access to many of the components of large bridges is very difficult and at considerable height above the ground or water. During much of the years, the team is in the field all week.

The effectiveness of the position may be measured by the accuracy of the work performed and the quality of the inspections and related reporting. Effective performance in this position also requires full cooperation with other team members and willingness to work in an adverse environment of weather, debris, traffic conditions and heights.

Principal Accountabilities

1. Assists in performing technical duties including instrument operations, precise measurements and recording of observation in conjunction with detailed inspections of major bridge structures statewide.
2. Makes visual inspection of bridges to seek out damaged or deteriorated components, records and photographs problems detected, and assists in making recommendations for repair or structural analysis.
3. Assists in preparing bridge inspections reports under the direction of the Bridge Inspection Group Engineer.
4. Operates and maintains a variety of expensive and sophisticated equipment used by the crew.
5. Reviews traffic protection established by district team sections in accordance with Department standards.
6. Assists in performing calculation in conjunction with the inspections and reports. Also assists with field calculations to ensure accuracy before inspections are finished.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
8. Performs other duties as assigned.